



ASSOCIATION OF IROQUOIS AND ALLIED INDIANS

JOB POSTING

JOB POSTING – AIAI YOUTH INITIATIVES COORDINATOR

Position: Youth Initiatives Coordinator

Accountability: Office Manager

Summary

The AIAI Youth Initiatives Coordinator is responsible for the coordination of the AIAI Youth Council and youth related activities for the Association of Iroquois and Allied Indians. The Youth Initiatives Coordinator will perform a wide variety of coordination duties such as arranging meetings, travel plans, developing proposals and budgets, drafting correspondence as well as liaising with member Nations youth and youth councils.

Essential Functions

- Act as the first point of contact for the AIAI Youth Council and youth related activities
- Act as the liaison for the AIAI Youth Council with the AIAI Executive, management, policy unit and member Nation communities.
- Provide support to AIAI Youth Council members to attend external meetings and working groups as a representative of AIAI.
- Coordinate youth council activities, meetings and conferences/symposiums
- Develop proposals and budgets and meet reporting requirements outlined in funding agreements
- Develop strategic workplans with the AIAI Youth Council and for youth initiatives
- Ability to develop and conduct presentations
- Coordinate office activities; troubleshoot or escalate basic office administration issues
- Facilitate communication and information flow re: Youth initiatives to the AIAI Youth Council members, member Nation communities, political executive and management.
- Performs other duties as required.

Requirements

- Post-secondary diploma in administration or relevant field preferred
- 2 years of direct work experience in a relevant field
- Strong coordination and organizational skills
- Strong knowledge of general office procedures
- Superior knowledge of the Microsoft suite of programs
- Knowledge and ability to manage and be accountable for budgets
- Must have the ability to work effectively in a team environment
- Must be capable of maintaining confidentiality, with a high level of accuracy regarding information.
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of the organization is critical.
- Knowledge and understanding of First Nation issues and political structures
- Native ancestry preferred
- Must possess a valid Ontario Drivers License (G)

Work Conditions

- Travel will be required
- Manual dexterity required to use desktop computer and peripherals
- Willingness to work extended and/or flexible work hours
- Flexible work environments can be considered.

Salary

Salary will be based on education, qualifications and experience.

Application Deadline: November 25, 2019 – 4pm

Please submit a cover letter and resume along with three references (two employment related) to the attention of:

Geoff Stonefish, Office Manager

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